



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

Office of Health Benefits

COMMONWEALTH OF VIRGINIA **DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#02-01**

To: Benefits Administrators

From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs

CC: All OHB

Date: February 15, 2002

Re: Health Insurance Manual (Revised January 1, 2002)

Enclosed you will find the revised Health Insurance Manual (HIM). It is also available on the DHRM Web site under the Health Benefits tab called Resources for BAs. The Web address is www.dhrm.state.va.us/services/health/admresrc.htm. The new HIM incorporates the changes shown on the following chart. You will find it helpful to read the new manual in its entirety as numerous changes were made and this list is not all-inclusive; however, all changes were previously communicated.

Section	Summary of Changes
1.4 Retroactivity	<ul style="list-style-type: none">• Clarification on agency premium refunds
2.2 When Coverage Begins and Ends	<ul style="list-style-type: none">• Addition of the new rules for beginning and ending coverage
2.7 Extended Coverage	<ul style="list-style-type: none">• Instructions for handling cases of gross misconduct• Revised Notice to be sent to newly eligible dependents• Revised Notice/Election of Health Care Coverage Continuation

2.8 Certificates of Coverage	<ul style="list-style-type: none"> • Revised Certificate of Coverage
3.2 Qualifying Mid-Year Events	<ul style="list-style-type: none"> • Revised to include the events which allow an employee to make a change
3.3 Procedure to Enroll for the First Time	<ul style="list-style-type: none"> • Clarified the effective date of coverage for new employees
3.6 Special State Contribution (Husband and Wife Both State Employees)	<ul style="list-style-type: none"> • Explains the options available to two married state employees that wish to cover themselves and one or more children
4.1 General Instructions: When There Is A Qualifying Mid-Year Event	<ul style="list-style-type: none"> • Provides instructions on when to make the qualifying mid-year event effective
4.13 Enrollees Eligible for Medicare	<ul style="list-style-type: none"> • Update of Medicare eligibility criteria and rules associated with state plans that coordinate with Medicare
5.3 Leave of Absence Without Pay	<ul style="list-style-type: none"> • Addition of information regarding retirement at the end of the LWOP
5.7 Coverage at Retirement	<ul style="list-style-type: none"> • Addition of information regarding retirement at the end of LTD • Clarification of eligibility rules for the retiree group • Clarification of rules regarding survivor eligibility • Clarification of eligibility rules for public safety employees injured or killed in the line of duty • Inclusion of retiree plan rules enumerated in BA Memo # 01-09 • Inclusion of Medicare eligibility information
5.8 Processing Retirement Benefits	<ul style="list-style-type: none"> • General clarifications only
5.9 Workers' Compensation Cases	<ul style="list-style-type: none"> • Workers' Compensation Program guidelines on claims
5.10 Death of Employee	<ul style="list-style-type: none"> • Clarification of eligibility rules for survivors
5.14 VSDP	<ul style="list-style-type: none"> • Inclusion of new section listing all rules addressed in BA Memo # 01-13
6.2 Employees' Dependents Who Do Not Have A Social Security Number	<ul style="list-style-type: none"> • Provides instructions for using temporary numbers in lieu of a Social Security Number
7.3 Information and Assistance for Benefits Administrators	<ul style="list-style-type: none"> • Updated with current plans and contact information

Also enclosed (in Word format if received by e-mail) are the HIPAA Certificate of Creditable Coverage, the Extended Coverage General Notice and the Extended Coverage Election Notice.

February B.A. Bulletin and Trigon Network Provider Listing

Please see the enclosed February B.A. Bulletin. It contains important information about distribution of materials during Open Enrollment. Also, the new Key Advantage and Cost Alliance Network Provider Listing is now available and may be ordered using your Trigon Materials Order Form. For the most current provider listing, visit the Trigon Web site at <http://state.trigon.com>. All materials order forms may be found on the DHRM Web site under Resources for BAs.

Enclosures:

[Health Insurance Manual](#)
[HIPAA Certificate of Creditable Coverage](#)
[Extended Coverage General Notice](#)
[Extended Coverage Election Notice](#)
[February 2002 B.A. Bulletin](#)